

## **VILLAGE HALL COMMITTEE DRAFT TERMS OF REFERENCE**

The term Village Hall (VH) refers to the building, land and associated events.

### **Purpose of the Committee:**

The Committee will have the overall responsibility for the management of the Village Hall in accordance with legislative requirements, regulations and guidelines.

### **Committee:**

The Village Hall Committee is constituted as a Standing Committee of Pauntley Parish Council as Sole Trustee. This standing committee can be dissolved by Full Council at any time. (*Standing Committee is a permanent committee intended to consider all matters pertaining to a designated subject*).

### **Membership:**

- Minimum of two Parish Councillors will be appointed annually at the Annual Parish Council Meeting in May (or the next meeting) as voting members. Parish Councillors will never be in the minority.
- Minimum of one further representative/s can be co-opted by the Committee from regular users/volunteers/village organisations and will have full voting rights. They are never to be in the majority.
- If a Councillor resigns from the Council or Committee during the year, a new councillor will be appointed at the next appropriate Full Council meeting. One months notice of resignation is required to be given to the Parish Clerk.
- The quorum of the Committee shall be two thirds of the total Committee members of which at least one member present will be a Parish Councillor.
- Full council can remove any council member or co-opted member from the Village Hall Committee at any time (having shown good reason for such removal if mid-term).

### **Chairman:**

A Chairman and Vice-Chair of the Committee will be elected annually by the Committee at the first meeting of the Village Hall Committee following the Annual (or first) Council Meeting. The Chairman and Vice-Chair must be Parish Cllrs. In the absence of a Chair, the Vice-Chair will chair the meeting. If neither are available a Chair can be elected from any other parish councillor members present at the committee meeting. If none are available, the meeting must be rearranged.

### **Voting:**

Only appointed members may vote and participate at a meeting. Non-member councillors and members of the public may attend and speak during public participation. In the case of an equal vote the Chairman of the meeting will have the second and casting vote.

### **Declaration of Interests:**

All Councillors/members must declare interests on agenda items in line with Pauntley Parish Councils adopted Code of Conduct.

### Meetings:

- The Committee will meet as the workload requires, with a minimum of a meeting held every 2 months. 3 clear working days notice must be given as per Pauntley Parish Council's Standing Orders. Meetings must be held in a room suitable for the purpose as per the Standing Orders.
- The Chair of the Committee will report to the Parish Council at the Parish Council as Sole Trustee Full meetings. Any agenda or financial items requiring consideration will be provided to the Clerk of the Parish Council no less than 4 clear working days prior to the Full meeting.
- Agendas and copy minutes are to be placed in the noticeboards.
- The minutes of the meetings will be approved at the next meeting of the Committee and provided to Full Council prior to the Full Council meetings for submission alongside the Agenda. If the Committee does not meet before the next Full Parish Council as Sole Trustee meeting the draft minutes will be presented to Full Council.
- The draft minutes will be published on the Council's website as soon as possible by the Clerk after the meeting, these will be replaced by approved minutes.

### Finance:

The Village Hall Committee will abide by Pauntley Parish Councils Financial Regulations.

- The Village Hall Committee will work with the Parish Council Clerk/RFO to prepare a draft budget with detailed estimates of all receipts and payments for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement. To be presented to Full Council no later than January each year.
- The budget to be approved no later than March each year. It provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- Every contract shall comply with Pauntley Parish Council's Standing Orders and Financial Regulations and no exceptions shall be made, except in an emergency.

Individual purchases (as for Pauntley Parish Council) within an agreed budget for that type of expenditure may be authorised by:

- The Clerk under delegated authority, for any items below £500 including VAT.
- The Clerk, in consultation with the Chair of the Council, for any items below £2,000 including VAT.
- The council for all items over £2000 including VAT.
- **A duly delegated Committee of the Council for all items of expenditure within their delegated budgets for items under £100 excluding VAT between Full Council meetings. Only named members of the Committee may claim expenses. Where possible, the Clerk must be contacted for budgetary control. Where possible, purchases must be made by the Clerk. Invoices and receipts to be submitted along with an expenses claim form.**

- A Committee may not issue an official order unless instructed to do so in advance by a resolution of the full council or make any contract on behalf of the council.
- No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Full Council except in an emergency.
- No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Full Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- The collection of all sums due to the Village Hall shall be the responsibility of both the Committee and the Clerk as RFO.
- Any sums found to be irrecoverable and any bad debts shall be reported to Full Council and shall be written off in the year. The council's approval shall be shown in the accounting records.
- All sums received on behalf of the Village Hall shall be deposited intact with the council's bankers, with such frequency as the Committee considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- Any repayment claim under section 33 of the VAT Act 1994 shall be made by the Clerk at least annually at the end of the financial year.
- Where significant sums of cash are received, the Committee Chairman shall ensure that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

### **Responsibilities:**

**Pauntley Parish Council as Sole Trustee:** 7 elected members of Pauntley Parish Council. The Chair to be elected at first meeting in May.

- To maintain the Village Hall to an appropriate standard.
- To support the Village Hall Committee.
- To meet all relevant Health & Safety requirements including those for visitors, hirers and council staff.
- To provide adequate training to councillors and volunteers.
- To ensure any capital projects are identified and if approved, supervised to ensure proper and prompt delivery.
- To hold regular meetings (at least every two months or as required).

### **Village Hall Committee:**

- Ensure the Village Hall is clean and tidy, in good decorative repair and is secure.
- Implement the Health and Safety policy and procedures and ensure the VH is free of any obvious and significant health and safety hazards.
- Ensure policies, procedures and risk assessments are implemented and monitored.
- Diary and Event management.
- Promote awareness of the Village Hall.
- Ensure it is used by hirers in accordance with the terms and conditions of hire.
- Hold meetings at least every 2 months or as required.
- Deal with complaints from hirers or visitors and report to Full Council as appropriate.

- Review the tariff for hirers annually and submit to the Full Council.
- Make recommendations to the Parish Council as Sole trustee for repairs, maintenance and capital projects required including forward medium/long term planning for such events.
- Ensure the Village Hall email address is only permitted for business purposes in line with Pauntley Parish Council Code of Conduct. Committee members only to have access to be managed by the VH Committee Chair.

**Village Hall Committee with the Clerk:**

- Liaise to ensure that the Parish Council are made aware of any issues arising from use of the facilities in a timely manner and work towards improving any deficiencies.
- To provide agenda items to the Clerk at least 4 full working days ahead of the Full Parish Council as Sole Trustee meeting.
- Consult with the RFO to monitor that actual income and expenditure is in line with the budgets controlled by Pauntley Parish Council.
- The annual budget and medium to long term forecasting in January of each year.
- Ensure that all work to be carried out in the Village Hall is within the annual agreed budget (unless additional grant funds have been acquired or a project is being financed from reserves).
- Utilities readings and contracts as required.

**Village Hall Committee at Parish Council as Sole Trustee Meetings:**

- Provide a two monthly report for the Full Parish Council as Sole Trustee meeting.
- Provide draft/approved committee minutes at least 4 working days prior to the Full Parish Council as Sole Trustee meetings.
- Chair of the Committee to report to the Parish Council as Sole Trustee at the two monthly Full Council meetings.
- To ensure that Full Council are aware of the Committee's requirements as to work to be carried out in the Village Hall and is in receipt of all quotations for work to be carried out (in accordance with the Council's Financial Regulations).
- To complete an annual review of security and facilities at the Village Hall and feed the results into the Council's annual review of risk, asset register and insurance.
- Provide a written annual report summarising work undertaken in exercise of its delegated powers for the Council as Sole Trustee Annual Meeting in May and the Annual Parish Meeting in April.

Draft Submitted 30.01.2025

To be reviewed annually at the May Annual Meeting.

Rachel Freestone Parish Clerk